

January 20, 2004 Minutes
Parks Commission

Present: Co-Chr. John Corkins, Co-Chr Sheila Dilmore, Sheila French, Rick Smith, Deanne Williams, Beth Dunning, DPW Commissioner Larry Wagner

Absent: Suzanne Brinthaup

Guests: John Tokar and Julie Carlson (CVSA)

The meeting was called to order at 7:00 P.M. by Co-Chr. Corkins

CVSA Soccer. John Tokar and Julie Carlson of the Chemung Valley Soccer Association attended the meeting to discuss concerns regarding field reservations and clarification of field use.

Community Days Request. John Corkins advised the Parks Commission that the Community Days Committee has requested a Five Year Plan. Discussion ensued concerning what the Commission envisioned for the parks for the future.

Field Use. Discussion was held concerning field use and it was decided that another field is needed. The general consensus of the Parks Commission members present was to request the DPW Commissioner to develop another field, possibly at the Hibbard Road site (TAB Church).

Field Use Permits. Discussion was held concerning Field Use Permits. It was decided to request teams to submit their application and proof of insurance when submitting a Field Use Permit Application. Also to provide a schedule of games when it is completed. The Commission members requested DPW Commissioner Larry Wagner add the following wording to the Field Use Permit:

“No athletic field permits will be issued before February 1st for Spring season or July 1st for Fall season”

2004 Priority List. Co-Chr. Corkins requested the Priority List be e-mailed to all Parks Commission members.

A motion was made by Sheila Dilmore, seconded by Rick Smith to adjourn the meeting. All members present voting aye, meeting adjourned at 9:45 P.M.

NEXT MEETING: FEBRUARY 17, 2004 at 7:00 P.M. at the Town Hall.

February 17, 2004
Park Commission Meeting Minutes

Present: Co-Chr. John Corkins, Co-Chr. Sheila Dilmore, Sheila French, Suzanne Brinthaup, Beth Dunning, Deanne Williams, DPW Commissioner Larry Wagner, Town Board Liaison Dean Frisbie

Absent: Rick Smith

The meeting was called to order at 7:00 P.M. by Co-Chr. John Corkins.

Pavilions. Co-Chr. Sheila Dilmore reported that she had contacted Kirk Vieselmeyer concerning design for the pavilion being planned for Community Park Extension and he is ready to work on it as soon as the Commission firms up exactly what they want. It was decided a 40' hexagonal pavilion (to cut down on the number of angles as opposed to an octagonal pavilion) with a pole in the middle, a tongue and groove ceiling to cover the beam construction, and with a couple of vents in the roof was what the Commission wanted. Sheila will get back with Mr. Vieselmeyer concerning the design.

Fields. Development of more fields was discussed with possibilities existing in the area between the Tranquil Garden and Winters Road, Reynolds Park, Maple Shade Park and also Hibbard Road (TAB Church).

Permits. Field and Concession Stand Permits were reviewed and discussed.

Parking. Parking was briefly discussed.

Little League Request. Co-Chr. Dilmore reported that Little League has requested permission to put a Port-A-Potty at the T-Ball Field in Community Park again this season, at Little League's expense. It was decided to deny permission for the Port-A-Potty.

With no further business to come before the Parks Commission, Co-Chr. John Corkins adjourned the meeting at 8:15 P.M.

**NEXT MEETING: MARCH 16TH at 7:00 P.M.
at the Town Hall**

April 20, 2004
Parks Commission Meeting Minutes

Present: Co-Chr. Sheila Dilmore & John Corkins, Rick Smith, Deanne Williams, DPW
Commissioner Larry Wagner, Town Board Liaison Dean Frisbie

Absent: Suzanne Brinthaup, Sheila French, Beth Dunning

The meeting was called to order at 7:00 P.M. by Co.-Chr. Sheila Dilmore

Pavilion. Sheila Dilmore informed the Commission that she had instructed Kirk Vieselmeyer to begin drawing up plans for the pavilion in Community Park Extension.

Little League. No one from Little League was present for the meeting. Larry Wagner indicated the permit for use of fields for Little League had been issued.

A section of fencing on the Majors field needs to be replaced. Larry Wagner is in the process of getting quotes for the work.

There was lengthy discussion concerning "Port A Potties" at the T-Ball field.

Larry Wagner submitted sheets describing toilet facilities which are delivered and set up for potential use in the new park. Sheila Dilmore will check on the prices.

Chemung Valley Soccer Association. Discussion was held concerning practice fields for a couple of the travel teams and the permit process.

Correspondence dated March 18, 2004 was received commending Tom Tokar and his crew on the care of the soccer fields.

Cinderella. Placement of topsoil for work on the fields was discussed. The topsoil will be placed near the northeast corner of the Concession Stand and covered with a tarp.

Larry Wagner informed the Commission of what work had been done or needs to be done on the dugouts. Two dugouts need roofs repaired and concrete floors, caps need to be placed on the posts to keep rain out, and the drywell is in and has been graded and seeded.

Pine Circle Park. The soil in Pine Circle Park which needed to be removed has been moved to Community Park to fill in the swampy area near Cooper Pavilion. The fire hydrant needs to be raised.

Community Park. Larry Wagner informed the Commission that the new parking area is in.

Concern was expressed about the garbage cans being emptied more often. Larry will check on this.

Minier Field. A new sign with a metal frame has been installed. The nets at the driving range are down and need to be put up. Larry will check on this matter.

Ponderosa Park. Correspondence was received from Dominion Transmission Inc. concerning placement of the pavilion and barbeque grill in the park.

Correspondence was received from Stephanie Chapman and Kristen Andryshak concerning the condition of the park.

Summer T.A.F.F.Y. 2004. The Youth Commission in a memo dated March 23, 2004 indicated the following park sites for Summer T.A.F.F.Y.

Community Park

Hillview Park

Maple Shade Park

Ponderosa Park

Pine Circle Park

This program runs from June 30th through August 6th, Monday – Friday, 9:00 AM to 2:45 PM with the exception of July 5th observed as a holiday.

An indoor site will be announced at a later date by the Youth Commission.

There being no further business, the meeting adjourned at 8:05 PM

ANNUAL PARKS TOUR: May 18, 2004 at 6:00 P.M. starting from the Town Hall.

July 20, 2004
Parks Commission Minutes

Present: Co-Chr. Sheila Dilmore, Co-Chr. John Corkins, Sheila French, Beth Dunning,
Suzanne Brinthaupt, Deanne Williams, DPW Commissioner Larry Wagner,
Town Supervisor Mary Ann Balland, Town Board Liaison Dean Frisbie

Absent: Rick Smith

Co-Chr. Sheila Dilmore called the meeting to order at 7:07 PM.

Old Business:

Slide/Harris Hill Manor Park. Beth Dunning submitted two prices for a slide she requested for Harris Hill Manor Park. Larry Wagner will order the slide for the park.

Community Park Ext/ New Pavilion. There was brief discussion concerning the the new pavilion; location, construction plans, etc. Sheila Dilmore will be obtaining a materials list.

New Business:

Park Land Donation. There was brief discussion of the donation of 19 acres of land donated to the Town by Mary Barnes for future development of a park - possibly with ball or soccer fields.

Hungerford Property. Brief discussion was held concerning the final developments on the acquisition of the Hungerford Property in Community Park.

There being no further business, a motion was made by Deanne Williams, seconded by John Corkins to adjourn. All members voting aye, meeting adjourned at 8:25 PM.

NEXT MEETING: AUGUST 17, 2004 AT 7:00 PM AT THE NEW COMMUNITY CENTER

August 17, 2004
Parks Commission Minutes

Present: Co-Chr. Sheila Dilmore, Sheila French, Beth Dunning, Deanne Williams,
Rick Smith, DPW Commissioner Larry Wagner, Supervisor Mary Ann Balland

Absent: Co-Chr. John Corkins, Suzanne Brinthaup

Guests: John Tokar and Julie Carlson

The meeting was called to order at 7:02 PM by Co-Chr. Sheila Dilmore.

Lacrosse League. John Tokar and Julie Carlson presented a proposal for the creation of a lacrosse league for boys and girls in grades 4-6 which will act as a feeder group for Horseheads School District. They are anticipating four to eight teams with approximately 15 kids on each team. Equipment will be supplied by the league through fund raising, sponsorships and membership dues. They request the town provide four to six regulation lacrosse goals and two regulation sized fields. They stated that they were looking at obtaining the required insurance. The Parks Commission felt that it was a reasonable proposal with potential for success. The Commission advised to keep them informed of their progress.

Whitney Park. The development of Whitney Park was briefly discussed. An unpaved walking path and a small parking lot were suggested. The general consensus of the Parks Commission members present was this would be a good start in the development of the park.

Pavilion Quotes. Co-Chr. Sheila Dilmore submitted quotes from Lowe's and Chase Pitkin for the new pavilion in Community Park Extension. The Parks Commission members will go to the proposed site at their September meeting to check the exact location of the pavilion and proposed parking lot.

Correspondence:

A letter to the Parks Commission from Christopher Dean dated August 11, 2004 was received requesting that the members consider the removal of the willow trees along the Community Park Main Street entrance and removal by backhoe of the stumps and roots. The letter stated the trees are unsafe and in bad condition.

**RESOLUTION NO. 02-04
TREE REMOVAL RECOMMENDED**

Resolution by: Rick Smith
Seconded by: Deanne Williams

RESOLVE that the Parks Commission recommends that Larry Wagner, Commissioner of

the Department of Public Works authorize the removal of the willow trees from the Main Street entrance to Community Park.

CARRIED: AYES: Smith, Williams, Dunning, Dilmore, French

NAYS: None

ABSENT: Corkins, Brinthaup

A letter to Supervisor Balland from Gary Funk, Regional Traffic Engineer for the New York State Department of Transportation dated June 16, 2004 was received stating that NYS DOT reviewed State Route 352 and will install the appropriate signs restricting parking in the vicinity of Community Park.

A letter from Supervisor Balland to Mary Barnes dated July 21, 2004 was received thanking her for the donation of nineteen acres to the Town of Big Flats for the development of Whitney Park.

A letter to Neighbors adjacent to Whitney Park from Supervisor Balland dated August 13, 2004 was received advising them that personal property located on the parkland must be removed.

There being no further business, a motion to adjourn was made by Deanne Williams, seconded by Sheila French. All voting aye, the meeting adjourned at 8:20 PM.

September 21, 2004
Park Commission Meeting Minutes

Present: Co-Chrs. Sheila Dilmore & John Corkins, Beth Dunning, Deanne Williams, Suzanne Brinthaup, Rick Smith, Town Board Liaison Councilman Dean Frisbie

Absent: Sheila French, DPW Commissioner Larry Wagner

Guests: Joyce Hyatt, Dane Lindquist, Chris Friend

The meeting was called to order at 7:05 pm by Co-Chr. Sheila Dilmore.

Joyce Hyatt of Chemung Valley Health Network and Dane Lindquist, Director of the Eat Well Play Hard Program briefly discussed future development of Whitney Park. Joyce Hyatt is experienced in writing grants to obtain funding to help with future development and Dane Lindquist briefly explained his program for obesity prevention for kids ages 2-8. Dane explained about activity stations placed along the walking trails which are being discussed for the park. As plans for future development of Whitney Park are still in the very early stages, the general consensus of the Parks members present was that as additional funding would probably be needed, Joyce will be looking for grants and Dane and Joyce will be contacted at a later date when development of Whitney Park is ready to move forward.

Chris Friend briefly discussed the role Master Gardeners could play in the development of the park as regards landscaping, flowers, etc. He suggested looking at the Lutheran Church on Westinghouse Road as an example, to see the garden at that location.

Bathrooms / Community Park Extension. Co-Chr. Sheila Dilmore had a letter from Hunt Engineers concerning the bathrooms being located in the floodway and the need for an engineering study; however, as DPW Commissioner Larry Wagner was absent, this item will be discussed at a later date.

Pavilions/Community Park Extension. There was brief discussion of the pavilions including meeting with the Attorney for the Town to discuss several aspects concerning construction of the pavilions. Beth Dunning offered to contact a person she knows concerning concrete work for the pavilions.

Dominion Gas/Whitney Park. This item was taken off the agenda at the start of the meeting as Larry had not been able to speak with representatives of the company as yet.

There being no further business, the meeting adjourned at 8:05 pm.

NEXT MEETING: October 19, 2004, at 7:00 PM at the Community Center

October 26, 2004
Parks Commission Minutes

Present: Co.Chrs. Sheila Dilmore & John Corkins, Suzanne Brinthaup, Deanne Williams, Beth Dunning, Rick Smith, Sheila French, DPW Commissioner Larry Wagner

Guests: Chris Friend

The Parks Commission members met with Larry Wagner at 6:00 PM at the Kahler Road entrance to the Rails to Trails and walked for a little way down the trail toward the hamlet. Larry told the group that from Kahler Rd. to the bridge on the hamlet end of the trail is 8/10 of a mile. There was discussion about getting the signs up prohibiting driving on the trail and getting the bridge in so the trail could extend to an entrance and parking lot just off Winters Road. After touring the pond area off Lowe Road, the members went to the Community Center for the remainder of the meeting.

Community Park Extension

Pavilion. There was discussion concerning estimates for brackets (center and each post) submitted by Sheila Dilmore for the new pavilion in Community Park Extension. Rick Smith will obtain other estimates for brackets.

Larry discussed the need for putting together a project “package” including total costs for Town Board approval and for a definite location for the pavilion. After much discussion, it was decided that the pavilion should be placed out closer to the duck pond.

Bathroom. It was decided that the bathroom should be placed behind the Concession Stand. Co-Chr. Dilmore submitted bathroom quotes from CXT.

Whitney Park

Chris Friend submitted copies of the questionnaire he had distributed in his neighborhood concerning park development. There was brief discussion concerning the possible well site and permit for the entrance.

A motion to adjourn was made by Williams, seconded by Smith. Motion CARRIED, meeting adjourned at 8:40 PM.

**NEXT MEETING: NOVEMBER 16, 2004 AT 7:00 PM AT
COMMUNITY CENTER**

November 16, 2004
Parks Commission Meeting

Present: Co.Chr. Sheila Dilmore, Deanne Williams, Suzanne Brinthaup, Rick Smith,
Beth Dunning, DPW Commissioner Larry Wagner

Absent: Co.Chr. John Corkins, Sheila French

Guests: Chris Friend

The meeting was called to order at 7:05 P.M. by Co.Chr. Sheila Dilmore.
Sheila stated she had attended a Grants Writing Seminar and had websites, addresses, etc.
to use for state and federal grants.

Community Park

Trees. Larry Wagner reported that the willow trees at the entrance to Community Park are down and Chris Dean, adjacent landowner, has offered to replant. Suzanne Brinthaup reported that Pamela Farr has offered to donate pine trees that are on the back of her property to the Parks to replace the willows. Co.Chr. Dilmore will call Pam and thank her. Larry Wagner will discuss planting options with Chris.

Lowe Pond. Rick Smith questioned if there was any way to enhance or improve that area and make it more user-friendly such as a picnic table, swinging bench, etc. Larry will check the lease with the County to see what is permitted in that area and the length of the lease.

Harris Hill Park. The slide is being installed at Harris Hill Park. The swinging bench at Harris Hill Park and Fawn Acres Park will have concrete pads poured under them when the foundation for the slide is poured..

Community Park Ext.

Septic System. Larry reported that he had contacted Tony Fitzpatrick at the Department of Health and he indicated the holding tank at the Concession Stand may be able to be utilized as part of a septic system. He will stop out in the future to look at the area and discuss options.

Parking Lot. The parking lot was briefly discussed. It was decided that it should be large enough to accommodate at least 100 cars.

Pavilion Brackets. Rick Smith indicated that he has not yet received prices for the metal brackets to be used on the new pavilion.

Lights/Walking Trail. Larry reported that the one with a bad bulb has been fixed. The other one has a failed ballast and is in the process of being repaired.

Whitney Park

Larry reported that the entrance pipe has been installed for that park. Chris Friend submitted results of the questionnaires he had distributed.

Parks Commission member Deanne Williams stated her term will end on December 31, 2004 and expressed an interest in being re-appointed for another term, which would end on December 31, 2011. This will be voted on at the next meeting.

RESOLUTION NO. 03-04
2005 PARK COMMISSION CHAIRPERSON RECOMMENDED

Resolution by: Dunning

Seconded by: Brinthaup

RESOLVE the Parks Commission recommends to DPW Commissioner Larry Wagner that Sheila Dilmore be appointed by the Town Board as Parks Commission Chairperson for the year 2005.

CARRIED: AYES: Dunning, Brinthaup, Smith, Dilmore, Williams

NAYS: None

ABSENT: French, Corkins

There being no further business, Co.Chr. Dilmore made a motion, seconded by Williams to adjourn the meeting at 8:10 PM.

December 15, 2004
Parks Commission Meeting Minutes

Present: Co-Chr. Sheila Dilmore, Sheila French, Beth Dunning, Deanne Williams,
DPW Commissioner Larry Wagner, Town Board Liaison Councilman Dean
Frisbie

Absent: Co-Chr. John Corkins, Suzanne Brinthaup, Rick Smith

Guests: John Tokar, Julie Carlson, Chris Friend

The meeting was called to order at 7:05 PM by Co-Chr. Sheila Dilmore

Lacrosse League. John Tokar and Julie Carlson presented information concerning the start-up of a Big Flats/Horseheads Lacrosse League and asked for a commitment from the Parks Commission for two or three fields to play on and two or three sets of goals. The league would like to have registration the third week of January and start playing the first week in April. It was agreed that after Christmas, Sheila Dilmore and Larry Wagner would go with John to look at potential fields.

Whitney Park. Chris Friend submitted more information from his survey in the Whitney Park area and will finish it up and possibly make a presentation to the Town Board. A 10' wide walking trail was briefly discussed for the park. It was discussed that a planned layout (vision) for the park is needed to logically develop the park. Park Commission members Sheila Dilmore, Sheila French, and Deanne Williams will be on a sub-committee to work on this project and Chris Friend was invited to help also.

Community Park. Larry stated that the trees are in at the entrance to Community Park.

Community Park Extension. Beth Dunning stated she had not received information regarding the concrete for the new pavilion, she will follow up. Co-Chr. Dilmore will contact Rick Smith concerning the information he was obtaining about brackets for the pavilion.

Larry apprised the Commission that a petition has been received from Suburban Drive development residents requesting a park in the new Soaring Ridge subdivision near Suburban Acres.

**RESOLUTION NO. 04-04
PARKS COMMISSION MEMBER REAPPOINTED**

Resolution by: French

Seconded by: Dunning

RESOLVE that the Parks Commission recommends to the Commissioner of the Department of Public Works that Deanne Williams be reappointed by the Town Board as a member of the Parks Commission with a term ending of December 31, 2011, and

FURTHER RESOLVE that Deanne Williams be reappointed as Secretary to the Parks Commission for the year 2005.

CARRIED: Ayes: French, Dunning, Dilmore, Williams
Nays: None
Absent: Corkins, Brinthaup, Smith

There being no further business, Co-Chr. Dilmore adjourned the meeting at 9:15 PM.